

2000

Executive Committee Minutes 1999-2000

Bowling Green State University. Administrative Staff Council

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1

Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Executive Committee Minutes

Inclusive Dates: 1999-2000

Format: ☐ Bound ☒ Loose

Order: ☐ Alpha ☒ Chronological ☐ Numerical

Index: ☐ Included ☐ Separate ☒ None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Highlighter

Paul G. Lopez, 07:25 AM 7/28/199, Yesterday...

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@bgnet.bgsu.edu,
dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, wells@opie.bgsu.edu,
lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu
From: lopez@wbgu.bgsu.edu (Paul G. Lopez)
Reply-To: lopez@wbgu.bgsu.edu (Paul G. Lopez)
Date: Wed, 28 Jul 1999 07:25:09 -0500
Subject: Yesterday...
Organization: BGSU Television Services
X-Gateway: FirstClass Gateway for SMTP/NNTP (Mac68K) version 1.02

Please forgive the rush thru the goals yesterday. After the day was done I took a quick review and found that I felt we hadn't really took the time to review the HR goals nor talk about other goals you may have in mind for ASC this year.

I know in the past years the goal list has always looked so ominous that I've never thought we could add more. But if someone feels we are missing something that they feel strongly about then let's get it on the table, so to speak.

So, along with the feedback you will be sending me about 1) persons you feel would be good on committees and would be good for the chair of the committees 2) how you feel about HR's orientation program plans and ideas you may have here, please also let me know what other goals you feel ASC should be looking at.

I feel we are close to firming up things for the year (goals and committee assignments).

Exec Committee

11/14/00

- ✓ Council membership Irlands - Beame me up to Irlands.
- ✓ Parade
- ✓ Performance Appraisal Feedback mid year - went forward to HRC
meat - goals completed
- ✓ ASC budget picture
- ✓ Spirit of BG Award -

HR Visit - This is how HR sees it

Becca will introduce her colleagues
pass out a brochure/draft of their business
Give updates about

- ✓ Mercer Process.
- ✓ Year 3 of Pres. Compensation plan
- Scatter shot
- Open Enrollment
- Challenges for health care in the coming years
- FMLA
- Performance Evaluation →
- Teaching compensation >
- PERS changes
- Violence in the workplace
- What else???
- COMPENSATION
- NON COMPENSATION
- Conciliation

*Dave
Gruen*

— \$200 canyoner
\$2041.00

\$700, \$750 2 reception @ \$450, \$525
1 orientation

\$1500

100-300 orientater

\$600 per year

\$6.50 - But of BG

\$1000 - Spent of BG

\$92.50

NO \$92.50

But NO
\$50.00

Budget request? \$100.00

Put of til expenses for
Scholarship

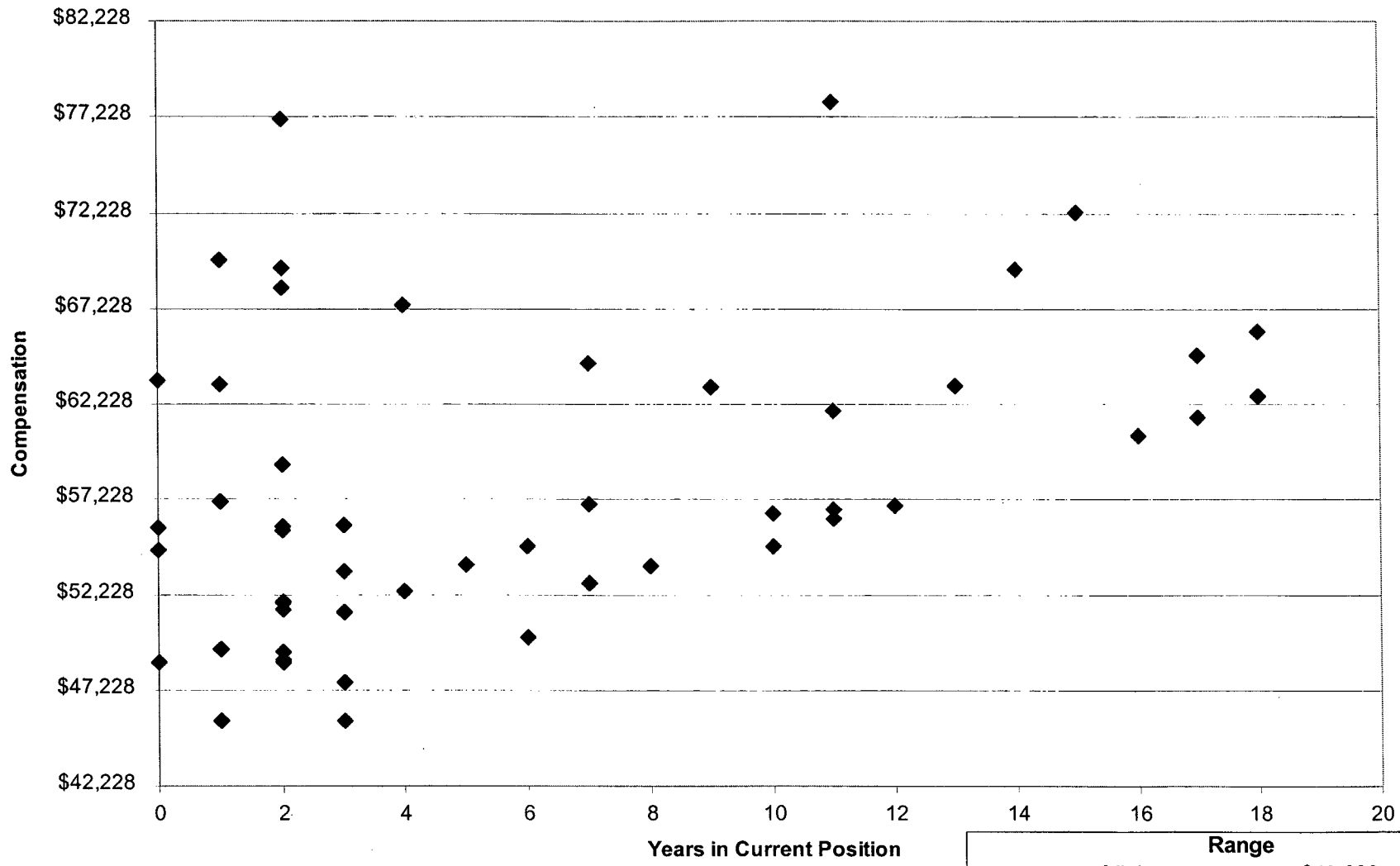
Becca - years in position

Colors for yrs 0-5	white
6-10	yellow
11-15	red
16-20	blue
21-25	green
26-30	puce

Scatter
Gendergram

John
Enrollment
1995 - 1998 scholarship
to it's own students
from 63% → 48% }

Grade 17 (Dec. 00)



Marked Exceptions
Cops

Cindy Puffer

Elaine Gerson ITS

Clarence Terry

Toby Singer

Tim King

Market Exception

Kent Strickland

Exec Committee
11/14/00

Council membership

Parade

Performance Appraisal Feedback

ASC budget picture

Spirit of BG Award

HR Visit - This is how HR sees it

- Becca will introduce her colleagues

- pass out a brochure/draft of their business

- Give updates about

 - Mercer

 - Year 3 of Pres. Compensation plan

 - Scatter shot

 - Open Enrollment

 - Challenges for health care in the coming years

 - FMLA

 - Performance Evaluation

 - Teaching compensation

 - PERS changes

 - Violence in the workplace

 - What else????

PROPOSED ASC Goals 2000 - 2001

- Raise the corpus of the Administrative Staff Scholarship endowment. *The Scholarship committee is to set a target this month.*
- Assist Human Resources (HR) in gathering data to facilitate the implementation of the 3rd year of the President's Compensation Plan. *After HR articulates the names of individuals who are in need of market data, Administrative Staff Council will help survey institutions for the necessary information.*
- Present the draft of the Performance Evaluation Revision to ASC mid Fall, 2000, get formal approval, and have it ready for implementation for the 2001-2002 evaluation cycle. *This document and timeline gives time to units to make any adjustment to their schedules and documentation and ties closely performance evaluation and merit processes.*
- Promote a Wellness Program to administrative staff. Prepare for and build a mandate that will reflect positively on a survey by the upper administration about a wellness program for faculty and staff.
- Work closely with Human Resources (HR) to revise the Non-Compensation Conciliation Process. *This process was used for the first time Spring semester. There are several points that need to be revised to fine tune the process.*
- ~~Initiate~~ a discussion with the administration concerning the imposition of salary caps. *The first part of the process of discussion is to gather data from other institutions that use a compensation plan such as Mercer to see what, if anything, the institution does with caps.*
- Continue to offer Administrative Staff professional development opportunities. Support, plan and implement the "Invest in Yourself" development opportunity for the university community.
- Explore the possibility of a catastrophic sick leave pool through the Constituent Group Caucus. *Administrative staff will survey other state institutions to find best practices in this area.*
- Pursue creation of a policy for equitable teaching compensation for Administrative Staff.
- Review and revise the bylaws and committee charges as necessary.

EXEC - 10/31/00

Representative shortage - do I send a note to all admin staff asking for volunteers?

HR discussion this morning

Budget - Expenses (Ice Cream Social memo...) Big expenses = receptions and Ferrari Award.

President's Panel

Topics for Dr. Ribeau

- FMLA interpretations for couples both employed by BGSU (BOT June 27, 1997 wording)

- Position on Success Challenge \$ and hiring personnel under those dollars

- Possible Wellness Program for faculty and staff at BGSU

- Speak about the U's Diversity Plan

- President's take on raising the enrollment cap—how do we tackle the ripple effect of many more students. How will we serve them if we get them?

- General budget picture for BGSU and the implications

Anymore?

MSZ

EXEC 11/28/00

✓ New council members

Firelands - Sandy DiCarlo →

✓ Scholarship info - Foundation/family campaign

Need to get final approval, but that will save us \$\$\$

What am I telling BOT?

✓ CCC - TopicsBeverly Stearns
Leave ~~form~~ comparisons
Educational forum

✓ Becca Meeting

✓ Parade →Bullet List.

- Caps (No caps)
- Percentile Target 70th?
- Region? -
-

EXEC - 10/31/00

Representative shortage - do I send a note to all admin staff asking for volunteers?

HR discussion this morning

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President's Panel

Topics for Dr. Ribeau

1 FMLA interpretations for couples both employed by BGSU (BOT June 27, 1997
wording)

— Position on Success Challenge \$ and hiring personnel under those dollars

2 Possible Wellness Program for faculty and staff at BGSU

— Speak about the U's Diversity Plan

— President's take on raising the enrollment cap—how do we tackle the ripple effect of many more students. How will we serve them if we get them?

— General budget picture for BGSU and the implications

Anymore?

Accum — 2yr. / regional - intra sub.
— Ohio -

Medicaid/care expenses down -

Low as 30% - high 5%
P&B med. costs, fuel costs.

Higher EL? better but still behind K12

then limit of \$

Show state how we add value

enrollment

Contracts & grants

16,000 FTE?

State
Medicaid
K-12

apples/diamonds.

Enrollment will grow!!!
DIVERSITY Plan.
Public Image

X-Sender: kwhofac/popk.bgsu.edu@127.0.0.1
 X-Mailer: QUALCOMM Windows Eudora Light Version 3.0.6 (32)
 Date: Mon, 18 Sep 2000 14:41:37 -0400
 To: mzachar@bgsu.net.bgsu.edu
 From: Keith W Hofacker <kwhofac@bgsu.net.bgsu.edu>
 Subject: Article 2 Section 2
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 09/18/2000 02:36:58 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 09/18/2000 02:38:02 PM,
 Serialize complete at 09/18/2000 02:38:02 PM

Amendments committee Report

Amend Article 2 Section 2 of the bylaws. The committee recommends the following three changes. The proposed changes are in *Italics* with a number. The number is footnoted as to what the change will be. At the end I have presented article 2 section 2, as it would read with the changes.

Article 2 Section 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. (1) Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees. (2) whose members need not be ASC representatives. The chair of ASC shall appoint a chair for each standing committee from the ASC membership. (3) The appointee for chair of a committee must have been a member of that committee prior to serving as its chair. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the ASC standing committees are...

Recommendations:

1. Omit: "Non-ASC members shall comprise no more than 50% of standing committee membership."
2. Omit: "... whose members need not be ASC representatives."
3. Add: "The appointee for chair of a committee should have been a member of that committee prior to serving as its chair."

*Necessarily Vague
 Normally work but
 puts back in language.
 minor 3 -*

As proposed:

Article 2 Section 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the chair of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Membership on these committees shall be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees. The chair of ASC shall appoint a chair for each standing committee from the ASC membership. The appointee for chair of a committee should have been a member of that committee prior to serving as its chair. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the ASC standing committees are...

- No Sydney
- No change

Agenda ASC Exec 9/19/00

~~Institutional Support~~
~~Colby Blair~~

Charlie Stocker, Firelands rep has resigned. We need to replace him. Ideas? John L. Clarke
(at Firelands)

Any other problems with the goals as sent out??? → DICK BOWERS REC Center

Article 2, Section 2

Invited Becca and crew to the December meeting. (Donna, Doug, Patrick)

Meeting with Becca

→ FML discussion-taking to CGC. She and Nancy Footer read the document one way, everyone else reads it another.

→ 3rd year of the compensation plan - people who have not been touched, build another database similar to that which was built for year 1 and 2.

→ Mercer visit to evaluate the ranges

→ Goals-I offered assistance in gathering data, HR timeline

Questions for Linda Dobb to answer on October 5

~~YR 3~~
~~CAPS~~
~~Administrative Computing~~
~~YR 3 & 4~~
~~Diversity Plan~~
~~Distance Learning~~
~~Caps~~

Gathering on September 22!!!! - everything ready?

President's Panel Questions

Suggest two topics/questions:

1. 3rd Compensation
2. Administrative Computing?

Dobb
← YR 3
← CAPS
← Administrative Computing (re: student support)
~~Distance Learning~~

CEC - Wellness Survey.
FML
Sick Leave Pool

f

Tony Howard, 02:20 PM 4/3/2000, For Discussion

Date: Mon, 03 Apr 2000 14:20:59 -0400
Reply-To: asc-reps@listproc.bgsu.edu
Sender: owner-asc-reps@listproc.bgsu.edu
From: howard@wbgu.bgsu.edu (Tony Howard)
To: ASC-REPS <asc-reps@listproc.bgsu.edu>
Subject: For Discussion
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
04/03/2000 02:16:19 PM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
04/03/2000 02:30:46 PM

In some areas, institutional expectations of employees put these employees at an imbalance with family/life responsibilities. Certainly this is an individual choice but what are the values of this institution with respect to helping its employees maintain a work/life balance. It is an especially keen concern for Administrative staff with our perceived tentative employment status ("at will employees" that could be dismissed without cause or opportunity for grievance) where our only statement of work-week is defined as "whatever it takes to get the job done."

PROPOSED ASC Goals 2000 - 2001

- Raise the corpus of the Administrative Staff Scholarship endowment.
- Assist Human Resources (HR) in gathering data to facilitate the implementation of the 3rd year of the President's Compensation Plan.
- Present the draft of the Performance Evaluation Revision to ASC mid Fall, 2000 and have it ready for implementation for the 2001-2002 evaluation cycle.
- Begin Public Relations work to promote a Wellness Program. Prepare for and build a mandate for a survey by the upper administration about a wellness program for faculty and staff.
- Work closely with Human Resources (HR) to revise the Non-Compensation Conciliation Process.
- Initiate a discussion with the administration concerning the imposition of salary caps.
- Continue to offer Administrative Staff professional development opportunity support and plan and implement the "Invest in Yourself" development opportunity for the university community.
- Explore the possibility of catastrophic sick leave pool through Constituent Group Caucus.
- Pursue creation of a policy for equitable teaching compensation for Administrative Staff.
- Review and revise the bylaws and committee charges as necessary.

fergusb@bgnet.bgsu., 02:13 PM 6/14/2000, Re: Advisory Team

Subject: Re: Advisory Team
 To: "Mary E. Zachary" <mzachar@bgnet.bgsu.edu>
 Cc: dwittwe@bgnet.bgsu.edu
 X-Mailer: Lotus Notes Release 5.0.2a November 23, 1999
 From: fergusb@bgnet.bgsu.edu
 Date: Wed, 14 Jun 2000 14:13:42 -0400
 X-MIMETrack: Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/14/2000 02:19:08 PM

Mary Beth -

Thank you! If it is alright with you we will draft an e-mail to the folks on the list we gave you - minus Claudia Clark and now plus Pam Phillips. Asking them if they would be willing to serve and talking about time commitments. Once we have a list of those willing to serve we will then set dates for training. If this approach works for you please let me know and we will proceed. Thanks Becca

Rebecca C. Ferguson
 Assistant Vice President for Human Resources
 Bowling Green State University
 Office (419) 372-2259
 Fax (419) 372-2920

"Mary E.
 Zachary"
 <mzachar@bgnet
 .bgsu.edu>
 To: fergusb@bgnet.bgsu.edu
 cc:
 Subject: Advisory Team

06/14/2000
 08:28 AM

Hi,

the new exec committee met yesterday at firelands and discussed the Advisory team list. We're quite happy with the proposed list with one exception. One member pointed out that he'd like to see someone from an academic department (read someone who's duties include close contact with students in a teaching realm...). anyway we thought, without asking her) that Pam Phillips might be good to include. She cannot serve on council or exec this year because of her teaching schedule but might be willing to contribute in this way.

We had to do some catch up with the group, but Cheryl Purefoy is on exec and helped immeasurably

Three year terms with a third rotating off each year seemed like a fine idea. Approval from Exec is done.

Do you need anything else from us at this juncture?

mbz

 Mary Beth Zachary mzachar@bgnet.bgsu.edu
 Head, Access Services Phone (419) 372-2054
 Wm. T. Jerome Library Fax (419) 372-6877
 Bowling Green State University
 Bowling Green, OH 43403

Paul G. Lopez, 02:49 PM 6/7/2000, Fwd: New Administrative Staff

Date: Wed, 07 Jun 2000 14:49:32 -0400
 Subject: Fwd: New Administrative Staff
 To: mzachar@bgnet.bgsu.edu
 X-FC-Forwarded-From: jchambe@bgnet.bgsu.edu
 From: lopez@wbgu.bgsu.edu (Paul G. Lopez)
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/07/2000 02:49:39 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/08/2000 07:10:26 AM,
 Serialize complete at 06/08/2000 07:10:26 AM

New Administrative Staff:

1. James A. Neyhouse, P006414052, 6/5/00, Assistant Volleyball Coach, Intercollegiate Athletics, Denise VanDewalle, supv.
2. Molly A. Blank, P006427863, 6/5/00, Academic Advisor, College of Arts & Sciences, Rich Hebein, supv.

+++++

Joyce E. Chamberlain
 Office of Human Resources
 100 College Park, BGSU
 419-372-2559
 jchambe@bgnet.bgsu.edu

+++++

Paul G. Lopez, 08:51 AM 5/30/200, Exec Agenda...

Date: Tue, 30 May 2000 08:51:56 -0400

Subject: Exec Agenda...

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@cas.bgsu.edu,
dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu,
jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu,
jluthma@bgnet.bgsu.edu

From: lopez@wbgu.bgsu.edu (Paul G. Lopez)

X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at

05/30/2000 08:53:21 AM,

Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
05/30/2000 08:58:23 AM

ASC Executive Committee meeting Agenda 5/30/2000

- Update: Becca meeting 5/30
 - 2nd Year Compensation Plan distribution
 - Had her discussion with Linda Dobb and is awaiting a meeting with the Compensation Working Group to present options. No date set for this meeting.
- Other Items (Mary Beth)
- Update PWC (Joe)
- ITC update (John)
- Need replacement for Mariln Braatz on Food Services Advisory Committee (Did this get discussed last meeting?? Appoint/suggest anyone??)
- Next year's goals, continue discussion (Mary Beth/John)
- Spring reception June 1st, 3:30p-5:30p, Mileti (all well??, agenda)
 - *BG Best awards
 - *Ribeau speak??

Please bring other issues you may have.

Paul G. Lopez
Production Manager
Tucker Center for Telecommunications
Bowling Green State University
Bowling Green, Ohio 43402
(419) 372-7027 - FAX (419) 372-7048
lopez@wbgu.bgsu.edu

#####

ASC Executive Committee meeting Agenda

5/30/2000

- Update: Becca meeting 5/30
 - 2nd Year Compensation Plan distribution
 - Had her discussion with Linda Dobb and is awaiting a meeting with the Compensation Working Group to present options. No date set for this meeting.
 - Other Items (Mary Beth) *Sick leave*
 - Update PWC (Joe)
 - Another meeting keeping Joe from attending this one.
 - ITC update (John)
 - Need replacement for Marilyn Braatz on Food Services Advisory Committee (Did this get discussed last meeting?? Appoint/suggest anyone??)
 - Next year's goals, continue discussion (Mary Beth/John)
 - Spring reception June 1st, 3:30p-5:30p, Mileti (all well??, agenda)
 - *BG Best awards
 - *Ribeau speak?? *Ellie McCreary*
- Please bring other issues you may have.

ITC:

Resmer's Exec Summary

5 priorities
for summer.

1. evolving email away from lotus notes. (*Bill Gerwin* SEND MAIL)
2. web - web services/more friendly - *Toby Singer*
3. Infrastructure - *Don Bell*
4. Cust. Service -
5. Desk Top - *Deb Wells.*

Lab's - ✓ for email back.

3 Bldg Techs: 12 roams additional staff.

Paul G. Lopez, 09:16 AM 5/16/200, Agenda

Date: Tue, 16 May 2000 09:16:36 -0400

Subject: Agenda

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu

From: lopez@wbgu.bgsu.edu (Paul G. Lopez)

X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at

05/16/2000 09:19:12 AM,

Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 05/16/2000 11:02:39 AM

ASC Executive Committee meeting Agenda 5/16/2000

- Update: Becca meeting 5/16

-Ad Staff Advisory Team

*Appointment/replacement process?

*Term?

None that she is aware of. Bringing to Exec to put one together...suggested term of 3-years.

-Next year's Professional Development support

*Grants?? (Last year \$4000)

*Workshops?? (Last year expenses \$3000?)

\$4000 is the budget for this and subsequent years. There was some carry-over money from the Professional Development Institute when it

was being funded but not held and the money was transferred into Professional Development activities of ASC. There may still be up to \$1000 in this carry-over budget to make this year's budget \$5000.

-2nd Year Compensation Plan distribution

*Data cut we discussed last meeting (more inclusive)

Much discussion about what Becca may have heard as ASC's concern as presented at our last meeting. Bottom line: She's prepared to explain why our identified group may not be part of the 2nd year compensation plan adjustment and is working on making sense of how they may be included (this part includes beginning a conversation with Linda Dobb and if she's convinced taking it to the other Vice-President's).

-Wellness proposal...what do you know??

Talk with Dick Bowers!

- Update PWC (Joe) NOT MEETING

- ITC update (John) ~~Hiatus~~ ITC

- BOT report (Questions from listproc shared information?)

- Need replacement for Marilyn Braatz on Food Services Advisory Committee

- Next year's goals (Mary Beth/John)

- Spring reception June 1st, 3:30p-5:30p, Mileti (all well??, agenda)

*BG Best awards,

*Ribeau speak??

Please bring other issues you may have.

Paul G. Lopez

Production Manager

Tucker Center for Telecommunications

Bowling Green State University

Bowling Green, Ohio 43402

(419) 372-7027 - FAX (419) 372-7048

Conclusion

asked Becca to provide suggestion for replacement

Paul not here

forgot to ask Becca what budget is program

*19 awards
7 apps for seniors*

*125 fac
875 admin market ad
fac*

ASC Executive Committee meeting Agenda

4/18/2000

- Update: Becca meeting 4/18
- Update PWC
 - "Cap" Response??
- Year Two Compensation Plan concerns...?
- Salary Recommendation (status)
- ITC update

Please bring other issues you may have.

ASC Executive Committee meeting Agenda

4/4/2000

- Update: Becca meeting 4/4
- Update PWC - *now salary conciliation* *make processes more similar study and formulate by end of yr.*
- ITC update - Mark Resmer - *IT use @ bgsu. This week - findings on all aspects of IT*
- PAF revision Ad-Hoc committee (Set charge)
- Questions to Ribeau @ ASC meeting Thursday
- Administrative Staff University Planning Committee recommendation (Request for name from Bill Knight, Deb Boyce last two years)
- Spring Reception, when??

ASC Officer nominations

Please bring other issues you may have.

Goals 2000-2001

PWC - ~~make address~~ *non salary conciliation*

*Planning?
if sticking com*

*Alumni Center
23/24/25*

Helpful!

(Election Committee)

*Inge
Mary Lynn
Jan Peterson*

*Ad hoc
IT Com.*

*Email decis.
@ local
level?*

*1/2 of the elected
board members
are leaving
COM COM -
(smaller college rep?)*

*IT use pot.
email com.
Commercial use of
bg web
rapid updates/IT*

USG

Title ITC Report to ASC from John Clark
Time 12:52 PM
Date April 3, 2000

Spring 21
23, 24, 25 May
founders
new
June 1st
orientation
lunch
meeting

- (1) After several months of drafting, revision, and discussion (including the 3/22 campus forum), a draft copy of the BGSU Acceptable IT Use Policy has been accepted by ITC and will be forwarded to central administration and University Counsel. Several suggestions by university constituents have been incorporated in the AUP's present draft. To be added is a foreword delineating a process for ongoing revision of the AUP and its indexing to relevant documents. [Document address -- <http://www.bgsu.edu/organizations/itc/draft-aup.html>]
- (2) The IT infrastructure revision project appears to be on schedule. Consultant Don Bell has met several times with ITC, and a campus map depicting summer digging timelines has been distributed.
- (3) A second consultant, Mark Resmer, has been on campus for several weeks, developing an analysis of BGSU's current IT situation and preparing recommendations for central administration. Mr. Resmer has met several times with ITC and will be providing our committee a detailed briefing on his findings on April 7. Our understanding is that Mr. Resmer is "looking into" every aspect of IT use at BGSU.
- (4) As of March 31, the deadline for Faculty Senate Budget considerations, ITS had not submitted a detailed 2000-2001 budget proposal for approval by that body. ITS likewise has provided no budget information for the next fiscal year to ITC.
- (5) ITS soon will lose another key employee--Deb Weiser, BGSU's web administrator.
- (6) ITC has formed three subcommittees this year, each with substantial duties. These subcommittees are directed at ongoing work with the Acceptable IT Use Policy, Email, and (newly formed) commercial use of University-provided IT services. Non-members of ITC are eligible for ITC subcommittees.
- (7) The email subcommittee has been waiting since mid-fall 1999, without response, for information from Chief Information Officer Lancaster about BGSU's decisions and contracting for university email. Although ITS has not yet met requests for an electronic notification service concerning campus IT problems and "occurrences," ITS recently reported a Eudora/Lotus Notes incompatibility which has caused many BGNet users to have messages bypass their Eudora in-box and return to the email server marked "read." According to the ITS notification, this problem has existed for months. Email users who have contacted ITS have been supplied with backlogs of incorrectly labeled (and unread) email going back to early October 1999.
- (8) USG representatives have reported to ITC significant interest in discussing the use of intensely resource-consuming network applications such as MP3 and Napster (they oppose restrictions) and in discussing the profit-making potential of advertising on BGSU-provided Internet communications.
- (9) ITC has also requested information from ITS, for several months, about desktop replacements. Although the only word received thus far has been that replacements will continue as scheduled, ITC continues in its concern that only 2/3 of campus desktop computers are on a formal replacement cycle. ITC also will continue to pursue an equitable process for hardware and software purchases and greater articulation of the decision-making processes for such purchases.
- (10) ITC has requested notification of the activities of various ITS-created ad hoc IT committees on campus, with an interest in coordinating IT-related processes and decisions. Apparently, most colleges and areas have separate IT committees, but their activities presently are unknown to ITC (a university standing committee).
- (11) Nominations for replacements of outgoing ITC members will soon be solicited campus-wide. Details on soon-to-be-open constituent areas will be forthcoming. (As ASC representative, I have two years remaining in my 3-year term.)

Submitted 4/6/00 -- John M. Clark



Bowling Green State University

Counseling Center
320 Saddlemere Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081

COPY

April 27, 2000

MEMORANDUM:

TO: Nancy Coy

FROM: Claudia Clark
Administrative Staff Council Secretary

SUBJ: Absenteeism

A handwritten signature in cursive script that reads "Claudia A. Clark".

As Secretary of Administrative Staff Council, it is my responsibility to inform you that you have been designated as absentee. According to my records, you have been absent in excess of three regular meetings and have not sent an alternate. In accordance with Article I, section 6 of the ASC Bylaws, your name will be placed before members of the Executive Committee at the next regular meeting on May 2. At that time, a vote of two-thirds of those present shall be sufficient to remove you from office.

Please contact me if my records are in error or if you wish to discuss this further.

pc: Paul Lopez, Chair
Mary Beth Zachary, Chair Elect

ASC Executive Committee meeting Agenda

3/21/2000

- Update: Becca meeting 3/21
- Provost meeting 2/28 & 3/13
- Update PWC
- President's Panel 3/16
- March ASC BOT report (Questions/Comments)
- PAF revision Ad-Hoc committee (Set charge)
- ASC Web Manager (Claudia)
- Absentees (Claudia)

Sydney P.

Please bring other issues you may have.

Joe - May 5 1998 - Admin Staff Comp Plan.
Bonus Pay -
Culmination

Paul G. Lopez, 09:10 AM 3/21/200, Agenda Exec.

Date: Tue, 21 Mar 2000 09:10:13 -0500
Subject: Agenda Exec.
To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@cas.bgsu.edu,
dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu,
jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu
From: Paul G. Lopez@wbgu.bgsu.edu (Paul G. Lopez)
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16,
1999) at
03/21/2000 09:05:52 AM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
03/21/2000 09:32:35 AM

ASC Executive Committee meeting Agenda 3/21/2000

- Update: Becca meeting 3/21
 - Provost meeting 2/28 & 3/13
 - Update PWC
 - President's Panel 3/16
 - March ASC BOT report (Questions/Comments)
 - PAF revision Ad-Hoc committee (Set charge)
 - ASC Web Manager (Claudia) —
 - Absentees (Claudia) →
 - *Internal Affairs*
- Please bring other issues you may have.

Paul G. Lopez
Production Manager
Tucker Center for Telecommunications
Bowling Green State University
Bowling Green, Ohio 43402
(419) 372-7027 - FAX (419) 372-7048
lopez@wbgu.bgsu.edu

#####

*resmer@earthlink.net.
9229*

appointed

*12 - 1 in the
for Senate Calling*

*acceptable use policy.
Web - IT*

points of contention

Paul G. Lopez, 12:30 PM 2/25/2000, Fwd: Re: Exec and PWC report

Date: Fri, 25 Feb 2000 12:30:46 -0500
 Subject: Fwd: Re: Exec and PWC report
 To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wclair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu
 X-FC-Forwarded-From: jluthma@bgnet.bgsu.edu
 From: Paul G. Lopez@wbgu.bgsu.edu (Paul G. Lopez)
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 02/25/2000 12:27:02 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 02/25/2000 12:34:11 PM,
 Serialize complete at 02/25/2000 12:34:11 PM

Paul,

Sorry for the inability to meet today. We have Housing going live tomorrow morning and it's rather hectic the last couple of days.

PWC report

1) We passed along minor handbook changes to Bev Stearns, and noted some changes we'd like to see for the next version.

a) Information on ARP (Alternative Retirement Program)

b) Add PERS retirement benefits chart. This is the % of best 3 year average that accompanies x years service. Also how many years one needs before the ability to retire.

Both these could be added to the online version. Which also suggests that amending the online version may need an approval process that is both different and/or more prompt than the paper version. As with all online documents, determining the official handbook copy may get ambiguous quite soon.

c) Specify vacation allowances for grant-funded employees. There are discrepancies between these employees as to whether they get ANY vacation.

2) \$160,000 salary enhancement.

Some voiced their concerns over the use of the 'years in position' criterion.

3) Bonus pay.

We must discuss this next Tuesday. Handbook discussion consumed 1hr 15 minutes.

4) Meeting time change.

11am on Tuesdays that EXEC does not meet. Place is still in H/Ctr Conference Room.

Pls feel free to distribute to EXEC. Comments should be sent to you, Mary Beth, Claudia, and me. (my suggestion - use your own discretion)

At 11:19 AM 2/22/00 -0500, you wrote:

>>ASC Executive Committee meeting Agenda 2/22/2000

>>

>>- Update: Becca meeting 2/22/2000

>>

>>- Update PWC

>>

>>- President's Panel discussion questions

>>

>>- BOT report

>>

ASC Meeting

February 3, 2000

Jerome Library, Room 210B

1:30-3:00pm

Call to Order

Introduction of Substitutes

Introduction of New Members: Jack Taylor

Approval of Minutes

Guest Speakers:

- Carrie Claypool & Linda Ragone (Harbor Behavioral Healthcare, Employee Assistance Program)
- Karen Wood, Beverly Stearns, Michelle Simmons (Administrative Staff Handbook Committee)

Chair's Report

Chair-Elect's Report

Secretary's Report: Elections

Committee Reports

- ✓ Amendments
- ✓ External Affairs
- ✓ Awards and Special Recognitions
- ✓ Internal Affairs
- ✓ Personnel Welfare
- Professional Development

Salary

Scholarship

Ad Hoc. Comm. on Handbook Revision

Old Business

→ Parking Resolution

New Business

Good of the Order

Adjourn

2 day wkshp

awrd \$500.00 Conf.

March 1ST

Ad. ST

Darel. Day

Parking Policy \$ Request

Dec. 13th
Dean's Council



Bowling Green State University

Counseling Center
320 Saddlemere Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081

February 8, 2000

MEMORANDUM

COPY

TO: Sidney Childs

FROM: Claudia Clark
Administrative Staff Council Secretary

Claudia A. Clark

SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

Each Administrative Staff Council member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate vice-presidential or presidential area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate shall be designated as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his or her designation as absentee, his or her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

According to my records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Paul Lopez, Chair
(Mary Beth Zachary, Chair Elect)



Bowling Green State University

28

Counseling Center
320 Saddleire Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081

February 8, 2000

MEMORANDUM

COPY

TO: Marilyn Braatz

FROM: Claudia Clark
Administrative Staff Council Secretary

Claudia A. Clark

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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Please contact me if my records are in error or you wish to discuss this further.

pc: Paul Lopez, Chair
Mary Beth Zachary, Chair Elect



Bowling Green State University

Counseling Center
320 Saddlemere Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081

February 8, 2000

MEMORANDUM

COPY

TO: Nancy Coy

FROM: Claudia Clark
Administrative Staff Council Secretary

Claudia A. Clark

SUBJ: Attendance Policy for Administrative Staff Council Meetings

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Please contact me if my records are in error or you wish to discuss this further.

pc: Paul Lopez, Chair
Mary Beth Zachary, Chair Elect



Bowling Green State University

Counseling Center
320 Saddleire Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081

February 8, 2000

MEMORANDUM

COPY

TO: William Blair

FROM: Claudia Clark
Administrative Staff Council Secretary

Claudia A. Clark

SUBJ: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

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According to my records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

Please contact me if my records are in error or you wish to discuss this further.

pc: Paul Lopez, Chair
Mary Beth Zachary, Chair Elect

ASC Executive Committee meeting Agenda

1/11/2000

- Parking committee policy questions (working for resolution of support from ASC).
- Breakfast meeting with Becca (1/11).
- Gina Parks replacement on Council. →
- *Handbook revision - hopefully -*
Please bring other issues you may have.

Claudia Clark, 09:14 AM 1/3/2000, ASC agenda 1-6-00

Date: Mon, 3 Jan 2000 09:14:23 -0500
 Reply-To: asc-reps@listproc.bgsu.edu
 Sender: owner-asc-reps@listproc.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 To: ASC-REPS <asc-reps@listproc.bgsu.edu>
 Subject: ASC agenda 1-6-00
 X-To: ASC-REPS@listproc.bgsu.edu
 X-Cc: ldobb@bgnet.bgsu.edu, fergusb@bgnet.bgsu.edu
 X-Sender: caclark.bgsu@popc.bgsu.edu
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999)
 at
 01/03/2000 09:11:13 AM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at
 01/03/2000 09:12:46 AM,
 Serialize complete at 01/03/2000 09:12:46 AM

ASC Meeting
 January 6, 2000 Jerome Library Pallister Conference Room
 1:30-3:00

Call to Order

✓ Introduction of Substitutes

Introduction of New Members

Approval of Minutes

Guest Speakers

Interim Provost Linda Dobb
 Assistant Provost Rebecca Ferguson (Human Resources)

Chair's Report

Chair-Elect's Report — *Elections, Budget, Consider officer-ship.*

Secretary's Report

Committee Reports

- ✓ Amendments
- ✓ External Affairs
- ✓ Awards and Special Recognitions
- ✓ Internal Affairs
- ✓ Personnel Welfare
- ✓ Professional Development
- ✓ Salary
- ✓ Scholarship
- ~~Ad Hoc Committee on Performance Evaluation Review~~
- Ad Hoc. Comm. on Handbook Revision

luyguide@bgnet CareValues - Prog. Dev. PDI #

Old Business

New Business

Wellness Resolution

Good of the Order

Microsoft Software

Adjourn

*Get us on Dean's Council.
 See if we can get A&S position
 Becca - who all taught?
 Jon Peterson /*

Claudia Clark, 09:42 AM 1/10/2000, Spring Exec meetings

X-Sender: caclark.bgsu@popc.bgsu.edu
 Date: Mon, 10 Jan 2000 09:42:25 -0500
 To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu,
 mwebb@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu,
 lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu,
 slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 Subject: Spring Exec meetings
 X-MIMETTrack: Itemize by SMTP Server on MAIL01/SERVER/BGSU(Release 5.0.2b |December 16,
 1999) at
 01/10/2000 09:38:19 AM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 01/10/2000 09:44:13 AM,
 Serialize complete at 01/10/2000 09:44:13 AM

Since one of you asked to have it sent, I decided others might find this
 useful as well. If not, you know what to do! :o)
 Claudia

Administrative Staff Council Executive Committee Meetings (Spring, 2000)

Tuesday January 11	11:45am-1:15pm	Founders Club 57
Tuesday January 25	11:45am-1:15pm	Founders Club 57
Tuesday February 8	11:45am-1:15pm	Founders Club 57
Tuesday February 22	11:45am-1:15pm	Founders Club 57
Tuesday March 7	11:45am-1:15pm	Founders Club 57
Tuesday March 21	11:45am-1:15pm	Founders Club 57
Tuesday April 4	11:45am-1:15pm	Founders Club 57
Tuesday April 18	11:45am-1:15pm	Founders Club 57
Tuesday May 2	11:45am-1:15pm	Founders Club 57
Tuesday May 16	11:45am-1:15pm	Founders Club 57
Tuesday May 30	11:45am-1:15pm	Founders Club 57
Tuesday June 13	TBA	Firelands College

Paul G. Lopez, 03:35 PM 12/8/1999, Fwd: RE: Common Time Feedback.

Date: Wed, 08 Dec 1999 15:35:24 -0500
 Subject: Fwd: RE: Common Time Feedback...
 To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu,
 mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu,
 lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu,
 jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu,
 slagro@bgnet.bgsu.edu, slau@bgnet.bgsu.edu
 X-FC-Forwarded-From: mhakel@bgnet.bgsu.edu
 From: Paul G. Lopez@wbgu.bgsu.edu (Paul G. Lopez)
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999)
 at
 12/08/99 03:38:11 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at
 12/08/99 03:40:28 PM

EXEC...FYI
 Paul

Dear Paul,

Neocles forwarded your email, and asked me to reply on your feedback re Common Time.

First, thanks so much for taking up this proposal in the Executive committee. We very much appreciate the thoughtful consideration given to it.

Second, we've heard from many individuals and some groups that 2.5 hours twice a week is too much to reserve, and we will be suggesting plans that cut that amount by 20% and 40% (2 and 1.5 hours/twice a week). The Committee on Academic Affairs and the Faculty Senate will make the decisions about what plan, if any, moves forward. While we would like to see lots of time reserved, we are realists as well, and would be prepared to support some plan that creates common time.

Third, no matter what plan might be adopted, there will have to be exceptions and adaptations. Student employment is one issue the committee discussed early and often during its meetings, and participation by administrative and classified staff members, and faculty, is another such issue. Nevertheless, we kept on coming back to the desirability of trying common time, even though universal coverage won't be possible. If the events offered during common time prove to be effective in helping to build the premier learning community, on as limited a basis as might be during the first year, then we are sure that people will have good ideas about how to extend coverage and to reduce the exceptions and adaptations. So, nobody is going to close down the Library yet, but if a tryout of common time next fall looks like a significant benefit to BGSU, then we are going to have to try to solve the problem of success.

Thanks again for taking up this proposal and discussing it.

Milt

-----Original Message-----

From: Paul Lopez [mailto:lopez@wbgu.bgsu.edu]
 Sent: Tuesday, November 30, 1999 4:38 PM
 To: leontis@bgnet.bgsu.edu
 Subject: Common Time Feedback...

Neocles...

Feedback from Administrative Staff Executive Committee:
 I brought up your request for feedback to our Executive committee today
 to meet your deadline of feedback before December 1st. Our complete
 representative body doesn't meet until Thursday but the Executive

Paul G. Lopez, 03:35 PM 12/8/199, Fwd: RE: Common Time Feedback.

committee is tasked to deal with issues that come up between full meetings.

Referring to your main items for feedback:

We were told that the current idea was to have a two-and-a-half hour

Common Time on Tuesday and Thursday. The reactions below are from this information...

1) Whether Community Time should be established:

Yes, but some concerns...Common time may not include Administrative and

Classified staff due to the fact the services they provide may still

have to be provided during this common time. Everything campus-wide

would need to be shutdown. Would students be unavailable for work??

The Library employs over 280 students. Is this conflicting with current

common time situations established in departments?? Should this come

from the unit-level and work its way up to the University level...starting with faculty and student interaction??

This feels like

alot of time to fill with programming...could not a monthly common time

serve us better?? Much is already done in departments to facilitate

staff meetings, etc.

2) When it should be scheduled:

No ideal day. Much discussion (which was then dismissed) about making

it on Friday afternoon. Much concern about working students who have

schedules finely tuned to their priorities of academic and economic

concerns and the disruption this would bring.

3) How much time should be scheduled:

Two-and-one-half hours, twice a week seems like too much time. This

seemed to be a unanimous opinion of our group which represents all of

the University's functional areas.

Paul G. Lopez

Administrative Staff Council Chair

Paul G. Lopez, 08:48 AM 12/14/19, Meeting today...

Date: Tue, 14 Dec 1999 08:48:32 -0500

Subject: Meeting today...

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu,
mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu,
lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu,
jclark2@bgnet.bgsu.edu, wclair@bgnet.bgsu.edu,
slagro@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu

From: Paul G. Lopez@wbgu.bgsu.edu (Paul G. Lopez)

X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999)
at

12/14/99 08:51:21 AM,

Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at

12/14/99 09:01:33 AM

ASC Executive Committee meeting Agenda 12/13/99

11:45a-1:15p (Founders' Club 57)

- PWC (Update), Resolutions.

- Provost meeting (11/22)

- BOT mtg (12/6)

- Eileen/Provost lunch mtg (12/9)

- Becca breakfast (12/13)

Please bring other issues you may have.

Paul G. Lopez
Production Manager
Tucker Center for Telecommunications
Bowling Green State University
Bowling Green, Ohio 43402
(419) 372-7027 - FAX (419) 372-7048
lopez@wbgu.bgsu.edu

#####

Chair, chair elect's report

Becca Meeting 11/16, 11/30: We talked about the compensation plan, shared concerns with her that we had received from constituents about the proposed implementation of the \$160,000 distribution.

She and the provost will be at the January 6th meeting of ASC to explain what they have looked at, the different data cuts, and how they plan to distribute.

The meeting with the provost on the 22nd covered the same materials as we had been covering with HR.

We did talk about some good things—provost search commitments, the parade __ THANKS MARY LYNN for pulling that together

Legions on the 30th—round the clock/weekend college beginning explorations. What kinds of issues must be addressed, who needs to be involved, which audiences do we want to target for possible constituencies if we do this?

Common time—exec responded to the issue of common time because the group wanted a response by yesterday. 21/2 hours every Tuesday and Thursday no, but did feel the common time is a good concept that should be pursued.

BOT on Monday.

Constituent group caucus was brief this morning—discussed the board packet, no surprises

Paul G. Lopez, 10:51 AM 11/1/199, Agenda...

Date: Mon, 01 Nov 1999 10:51:00 -0500

Subject: Agenda...

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu,
mwebb@cas.bgsu.edu, dboyce@bgnet.bgsu.edu,
lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu,
jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu,
slagro@bgnet.bgsu.edu, slau@bgnet.bgsu.edu

From: Paul G. Lopez@wbgu.bgsu.edu (Paul G. Lopez)

X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at

11/01/99 10:54:00 AM,

Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at

11/01/99 10:56:08 AM

Sorry this is so late...still haven't caught up from being sick in bed last week.

ASC Executive Committee meeting Agenda 11/1/99

- PWC (Update 10/26 mtg)

- Becca breakfast 10/19

- Lunch w/Ribeau & Eileen (10/21)

- Legions 10/21

- What do we want to do with regards to a communication to constituents or Reps regarding where we want to end up with our proposal to the President involving Compensation...

*Distribution of the \$160,000

*What will happen for future years...

- ChildCare advisory committee (Donna Wittwer needs replacement for Dianne Cherry)

-Agenda items for ASC meeting on Thursday and Becca meeting tomorrow

Please bring other issues you may have.

Paul G. Lopez
Production Manager
Tucker Center for Telecommunications
Bowling Green State University
Bowling Green, Ohio 43402
(419) 372-7027 - FAX (419) 372-7048
lopez@wbgu.bgsu.edu

#####

Laura L. Waggoner, 08:20 AM 11/16/19, Common Time

Date: Tue, 16 Nov 1999 08:20:55 -0500
 Reply-To: lwaggon@bgnet.bgsu.edu
 Sender: owner-asc@listproc.bgsu.edu
 From: "Laura L. Waggoner" <lwaggon@bgnet.bgsu.edu>
 To: Administrative Staff Members <asc@listproc.bgsu.edu>
 Subject: Common Time
 X-Sender: lwaggon@popl.bgsu.edu
 X-Mailer: Windows Eudora Light Version 3.0.1 (32)
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999)
 at
 11/16/99 08:19:45 AM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at
 11/16/99 09:15:07 AM,
 Serialize complete at 11/16/99 09:15:07 AM

This message is being sent to the Administrative Staff listproc at the request of Neocles Leontis.

Dear Colleagues:

We would like to present an idea for improving one aspect of our BGSU learning community.

This proposal resulted from a grassroots effort, and, in that spirit, we open the proposal for comment from you and everyone else in the BGSU community who would be affected, should the proposal be implemented in some form.

BGSU needs community time. The difficulties in bringing interested parties together in community have been noted at BGSU for many years. If we are truly to become a premier learning community, we need time to meet in community. We seek to create Community Time for BGSU by altering the time grid so that two significant blocks of time each week will be dedicated to university-wide, college-wide, department-wide, multi-sponsored, or ad hoc events to foster student success.

The need for community time and our specific proposal are presented on a web site,

<http://folios.bgsu.edu/CommTime>

We invite you to visit the web site, and also to post your comments regarding the proposal. The Committee on Academic Affairs and the Faculty Senate will take up this proposal beginning December 1, and both they and we will be interested in your views on:

- (1) whether Community Time should be established,
- (2) when it should be scheduled, and
- (3) how much time should be scheduled.

For clarity, please address these issues separately.

The committee (Neocles Leontis (Chair), Mark Gromko, Milt Hakel, Tom Klein, Becky McOmber, and Donna Trautman) unanimously endorses the creation of Community Time for BGSU.

ASC Executive Committee meeting Agenda

12/13/99

- PWC (Update), Resolutions.

- Provost meeting (11/22)

- BOT mtg (12/6) *Financial Affairs*
1st Quarterly Statement

Looking into
Endowment Distribution

- Eileen/Provost lunch mtg (12/9)

telecommunications
~~*IC*~~ *ICA.*

- Becca breakfast (12/13)

Please bring other issues you may have.

RESOLUTION
BGSU EMPLOYEE WELLNESS PROGRAM

WHEREAS, on October 9, 1997, a subcommittee of the Health, Wellness and Insurance Committee drafted a Wellness Plan for BGSU, Phase I of this plan involved creation of a BGSU Employee Wellness Program with an estimated annual budget of \$44,000, to include Education/Awareness Information; Health Screenings; Incentive Programs; and, Staffing of a Graduate Assistant; and

WHEREAS, this plan was endorsed by the Health, Wellness and Insurance Committee and recommended to President Ribeau in a letter dated December 8, 1997; and,

WHEREAS, Administrative Staff Council is committed to working proactively ^{with the subcom. of the} for the welfare of all members of the University community; and

WHEREAS, health promotion literature suggests that approximately 5 percent of the total health dollars of an organization should be devoted to health and wellness promotion and programming with a return in investment of \$2 to \$6 savings in health care expenses for every dollar invested in preventive programs; and

WHEREAS, currently the University offers no formal, centralized program for efforts regarding health, wellness and fitness promotion for employees;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council, ~~jointly endorses with Classified Staff Council and Faculty Senate~~ the Wellness Plan for BGSU, and recommends implementation of Phase I during the 2000-2001 fiscal year.

Provost.
HR

ASC Executive Committee meeting Agenda

11/15/99

- PWC (Update)
- Update and discussion...email regarding compensation
- Becca breakfast 11/2 (Mary Beth/Claudia) —
- Lunch Eileen (11/4)
- Parade (11/20, 8:45a, Candy & Participants wanted)
- Agenda items for Becca breakfast tomorrow
- Questions for Provost sessions with ASC and CSC. First one tomorrow.

Please bring other issues you may have.

— Basis of Plan. >>>
Breakfast — Plan from
everyone a % of money →
immediate
A concern people >>>
Clarification years in position?
years in service?

— yrs in position
— awarded % increase

Send/Exec/ Mary Lou Pozivak Candy
The NOTES of
Becca Meeting

ASC Executive Committee meeting Agenda

11/1/99

- PWC (Update 10/26 mtg)

President's Plan

PWC - rec. to - Policy Rec. Group

- Becca breakfast 10/19

- Lunch w/Ribeau & Eileen (10/21)

- Legions 10/21 - *update on union, still & pamphlets on web.*

- What do we want to do with regards to a communication to constituents or Reps regarding where we want to end up with our proposal to the President involving Compensation...

*Distribution of the \$160,000

*What will happen for future years...

- ChildCare advisory committee (Donna Wittwer needs replacement for Dianne Cherry)

-Agenda items for ASC meeting on Thursday and Becca meeting tomorrow

Please bring other issues you may have.

Discussion on ASC agenda

Administrative Staff Council Executive Committee Meetings (Spring, 2000)

Tuesday January 11	11:45am-1:15pm	Founders Club 57
Tuesday January 25	11:45am-1:15pm	Founders Club 57
Tuesday February 8	11:45am-1:15pm	Founders Club 57
Tuesday February 22	11:45am-1:15pm	Founders Club 57
Tuesday March 7	11:45am-1:15pm	Founders Club 57
Tuesday March 21	11:45am-1:15pm	Founders Club 57
Tuesday April 4	11:45am-1:15pm	Founders Club 57
Tuesday April 18	11:45am-1:15pm	Founders Club 57
Tuesday May 2	11:45am-1:15pm	Founders Club 57
Tuesday May 16	11:45am-1:15pm	Founders Club 57
Tuesday May 30	11:45am-1:15pm	Founders Club 57
Tuesday June 13	TBA	Firelands College



Bowling Green State University

45
William T. Jerome Library
Bowling Green, Ohio 43403-0170

FAX PHONE 419-372-6877

TELECOPY

MESSAGE FROM MARY BETH ZACHARY

MESSAGE TO Josh Kaplan

DATE TRANSMITTED 10-26-99

NUMBER OF PAGES IN DOCUMENT 2 including cover

Please call the following number to report problems or confirm the receipt of this telecopy: 419-372-7906.

These are notes we gave to the president at lunch last week. Paul is ill. I'm leaving for Columbus momentarily. This is what the Provost will pursue and the President said was okay for 1st year.
MBZ

ASC Executive Committee meeting Agenda

10/18/99

- PWC

- CGC 10/7 (Mary Beth)

- Fee Wavier

- BOT 10/8 (Mary Beth)

- President's Panel 10/14

- Provost 10/13 (Share Report)

Please bring other issues you may have.

- Pay Ranges

Com.

Following
Pay Ranges

Relationship to Cluster

Claudia Clark, 01:08 PM 10/13/19, ASC Exec 10-4-99

Date: Wed, 13 Oct 1999 13:08:22 -0400
 Reply-To: caclark@bgnet.bgsu.edu
 Sender: owner-asc@listproc.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 To: Administrative Staff Members <asc@listproc.bgsu.edu>
 Subject: ASC Exec 10-4-99
 X-To: Administrative Staff <ASC@listproc.bgsu.edu>
 X-Sender: caclark@popc.bgsu.edu
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 10/13/99 01:05:20 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 10/13/99 01:10:53 PM,
 Serialize complete at 10/13/99 01:10:53 PM

Notes on ASC Executive Committee meeting 10/4/99

-Legions update

*positive experience, affirming what depts. have been doing right

-PWC meeting

*Donna Witwer has come up with a list of those AS below midpoint
 *interest in establishing a wellness program for employees

-Fee waiver

*will not be presented at this month's BOT meeting b/c some problems with the current charter make it look as though there would be inequities favoring AS above faculty (charter was not changed and should have been)

-BOT

*Mary Beth to discuss ASC goals and our progress on them, will express AS gratitude to President, Provost, and HR for willingness to work with us toward goals

-Open records info

* (discussed Terry Sharp's memo): "The Columbus Dispatch has made a public records request of all 13 state universities and medical colleges in Ohio to obtain information on faculty and administrative staff compensation for the 1998-99 academic year. Because the information sought falls into the category of public records, it is being provided to the newspaper"

-Monday opening fall 2000 has been adopted and a committee formed to address anticipated problems

-Performance Evaluation

*IPR report has identified some concerns: process generally seen as OK, tool not well rec'd, conclusions based on a fairly low response rate

-HR

*compensation position was not filled, search to be re-opened after the position description is re-written

ASC Executive Committee meeting Agenda

9/21/99

- Provost update (Meeting 9/8)
 - * School start early (listproc traffic) —
 - * Merit letter (Nov. 18th deadline)
- PWC meeting (Becca/Donna)
 - * Informational
 - * Goal clarifying
- Falcon Creed
 - * Email from Eileen to Legions (Shared with ASC listproc)
- Fall "get-together" —
 - * Everything okay?? —
- Schedule
 - * Mondays, then back Tuesdays —
- Monitor article
 - * Any feedback or clarification needed thru listproc??

consultant for evaluation

Please bring other issues you may have.

*Timings
late 9/mercer*

- Distribution idea (\$160,000)

\$160,000

Critera

- level
- years of position
- length of position

Retention potential

John
3 pieces of info
\$160,000
info about need.
PWC recommendations

*Bulk-
recruitment
required*

*how bad
is problem*

*Alum Devel. + ITS
Market exception
out of \$160,000?*

Becca

Becca
Assumptions that HR is bringing
people to — what point —

Oct 8 - Working w/ Human Resource. —
Human Resources. —

We greatly appreciate the efforts to bring
parity consistency & parity.

partial movement year after year

Claudia Clark, 02:03 PM 9/21/199, 9-20-99 meeting notes

X-Sender: caclark@popc.bgsu.edu
 Date: Tue, 21 Sep 1999 14:03:25 -0400
 To: lopez@wbgu.bgsu.edu, mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu, slagro@bgnet.bgsu.edu, slau@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 Subject: 9-20-99 meeting notes
 X-MIMETrack: Itemize by SMTP Server on MAIL01/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 09/21/99 02:00:33 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 09/21/99 08:24:26 PM,
 Serialize complete at 09/21/99 08:24:26 PM

Please send changes by Friday 8:30 am, will send to listproc then. Thanks a bunch, Claudia

Notes on ASC Executive Committee meeting 9/20/99

- Provost meeting update
 - * School start early (listproc traffic, Lisa McHugh and Claudia Clark to research other institutions and share results w/Dr. Dobb and ASC)
 - * Merit letter (Nov. 18th deadline)-(each area will need to define "unit", Mary Beth Zachary to meet with IPR October 1)
- Fee Waiver went to President's Cabinet 9/13, going to BOT Oct. meeting
- PWC meeting (Becca/Donna)
 - * Informational
 - * Goal clarifying
- Falcon Creed
 - * Email from Eileen to Legions (shared with ASC listproc, consensus was this was probably redundant)
- Fall reception check-in
 - *all systems go
- Schedule
 - * exec meetings changed to Mondays today and next 4 meetings, then back to Tuesdays, Spring meetings EOW starting January 11th
- Monitor article
 - * feedback solicited, none received
- Upcoming meetings w/Eileen Sullivan, our new liaison to Dr. Ribeau (Wed. Sept. 22) and with Dr. Ribeau (October 11)-possibly share our progress towards ASC goals
- Distribution discussion (re: ASC compensation plan, the \$160,000 earmarked for this)
 - (will we have the opportunity for input?, issues we hope will be looked at in this decision, the need to see the data before advocating a particular position, how do market exceptions figure in the distribution?, perhaps have Donna come to exec or full council to explain the data) *PWC/exec?*

Claudia Clark, 01:33 PM 9/13/1999, ASC Exec Comm notes 9/9

Date: Mon, 13 Sep 1999 13:33:44 -0400
 Reply-To: caclark@bgnnet.bgsu.edu
 Sender: owner-asc@listproc.bgsu.edu
 From: Claudia Clark <caclark@bgnnet.bgsu.edu>
 To: Administrative Staff Members <asc@listproc.bgsu.edu>
 Subject: ASC Exec Comm notes 9/9
 X-To: Administrative Staff <ASC@listproc.bgsu.edu>
 X-Sender: caclark@popc.bgsu.edu
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 09/13/99 01:31:42 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 09/13/99 01:49:27 PM,
 Serialize complete at 09/13/99 01:49:27 PM

Notes on ASC Executive Committee meeting 9/7/99 (rev 9/13/99)

- Becca update
 - * Meeting with the President
 - # Benchmark assignment to HR
 - # Mercer coming in to review the pay ranges and possibly coaches' salaries because their issues are idiosyncratic
 - # All employees will be looked at for possible adjustment if they are below the Mid-Point of their range; HR needs to develop a formula for deciding which to address this year and which to address in coming years (this year's adjustment will be retroactive to July 1, 1999)
 - * Compensation plan for this year (what's it going to look like...our goals!)
 - # Developed by HR (esp. Donna Wittwer) with ASC committees (Executive, PWC and Salary)
 - * Merit letter (being sent out tomorrow to all supervisors of Administrative Staff, will include samples of merit documents from 3 units)
- Other PWC issues (potential goals, issues to be explored)
 - * reviewing grievance procedure for denial of request for adjustment, fee waiver issues, weather policy, terminal contracts/vacation benefits. internal promotion issue (Becca: 50% of positions where there is an internal applicant, the internal applicant is hired; BUT is this more likely for CS than AS and what about appointees?), why non-renewed contracts cannot be are not subject to a grievance procedure (Becca: we are all "at will employees")
- Falcon Creed
 - * discussion led to the decision to take no formal group action at the present time
- Fall "get-together" (September 30th on President's calendar)
 - * assignments: all preparations are well in hand, decorations being covered by ASC budget
 - * program: John Hartung to present the Ferrari Award, scholarship recipients will be presented by Jim Elsasser
- Schedule-possibly changing next 5 meetings to Mondays 11:30-1:00 (locationTBA) pending checking in with absent members (update 9-13-99: Monday meetings are confirmed and will take place in Club 57 as usual)
- Membership issues: Nancy Vanderlugt for Academic Departments area and Joe Luthman for Technology area were nominated and approved as appointees to complete the terms of reps who resigned. (update 9-13-99: Joe Luthman has also agreed to complete Deb Wells' term on Exec)
- Monitor article on ASC goals out next Monday

Claudia Clark, 03:56 PM 7/27/199, ASC Standing Committees

Date: Tue, 27 Jul 1999 15:56:03 -0400
Reply-To: asc-reps@listproc.bgsu.edu
Sender: owner-asc-reps@listproc.bgsu.edu
From: Claudia Clark <caclark@bgnet.bgsu.edu>
To: ASC-REPS <asc-reps@listproc.bgsu.edu>
Subject: ASC Standing Committees
X-To: ASC-REPS@listproc.bgsu.edu
X-Sender: caclark@popc.bgsu.edu

This is a reminder for those of you who have not yet selected a committee on which to serve as part of your requirement as an ASC representative. The following is a list of those who have already volunteered. If your name has inadvertently been left off or you have not yet made your preference known, please contact Paul Lopez, ASC chair, as soon as possible at:
lopez@wbgu.bgsu.edu.

The ASC handbook contains descriptions of the activities associated with each of the committees. If you have misplaced yours, please let me know by Friday morning and I will send you a copy by mail or fax. Many thanks to those of you who have already agreed to serve.

Administrative Staff Council Standing Committees
1999-2000

Amendments:

John Hartung

Awards & Special Recognition:

Lynne Blum
Tony Howard
Laura Waggoner

External Affairs:

Robin Veitch

Internal Affairs:

Linda Hamilton
Linda Bakkum

Personnel Welfare:

Nancy Coy
Mike Giles, Jr.

Professional Development:

Marilyn Braatz
Laura Emch
Kay Gudehus

Salary:

John Clark
Thad Long

Scholarship:

Gina Parks
Cheryl Purefoy
Diane Smith
Matt Webb

[illegible]

Claudia A. Clark, Ph.D.
Psychologist, Counseling Center
Bowling Green State University
phone: (419) 372-2081
fax: (419) 372-9535
e-mail: caclark@bgnet.bgsu.edu

"Our lives begin to end the day we are silent about things that matter" - MLK

Paul G. Lopez, 03:00 PM 8/10/199, ASC at-large committee members

Date: Tue, 10 Aug 1999 15:00:24 -0500
 Reply-To: lopez@wbgu.bgsu.edu (Paul G. Lopez)
 Sender: owner-asc@listproc.bgsu.edu
 From: lopez@wbgu.bgsu.edu (Paul G. Lopez)
 To: Administrative Staff Members <asc@listproc.bgsu.edu>
 Subject: ASC at-large committee members...
 X-Gateway: FirstClass Gateway for SMTP/NNTP (Mac68K) version 1.02
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 08/10/99 06:49:19 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at 08/11/99 01:21:54 PM,
 Serialize complete at 08/11/99 01:21:54 PM

We need you!!

Your Council is smaller and we need at-large Administrative staff to come forward and help us with our committee work. Below are the committees, descriptions of their work and numbers we are looking to fill on the committees. Please send me an email letting me know what committee you'd like to work on this coming year (September thru May). You do not need to be an ASC representative to serve...

Amendments

Initiate and receive proposed amendments to the charter or by-laws and shall report to the ASC on all proposed amendments.

-John Hartung

-

Awards & Special Recognitions

Ferrari and BG Best Awards: Handle all responsibilities associated with the advertisement, selection and presentation of these Awards. One member from each functional area is the preferred make-up of this committee.

-Lynne Blum

-Tony Howard

-Laura Waggoner (Chair)

-Pat Booth

-

-

External Affairs

External Affairs would be [sic] responsible for developing the following: Ideas for community involvement projects for administrative staff. Provide assistance for BG Effect. Develop ways to improve opening day activities for administrative staff. Work on public relations with other groups on campus and off campus and with the media. Develop a survey of administrative staff regarding awards, community involvement, opening day.

-Pam Phillips

-

-

-

-

Internal Affairs

Develop and update the orientation program for the new ASC members. This program will involve written information and practical learning opportunities including the Mentor/Mentee program and/or presentations or training seminars during or outside of Council meetings. An overview of Council including committee assignments, responsibilities, and accomplishments will be included. Work toward developing ways to recognize administrative staff for their accomplishments. Respond to concerns and make recommendations about the structure/configuration of Council meetings. Examine the election process and make appropriate recommendations.

-Linda Hamilton (Chair)

-Linda Bakkum

-

-

Personal Welfare

Annually review the Administrative Staff Handbook. Review, study and recommend

Paul G. Lopez, 03:00 PM 8/10/199, ASC at-large committee members

Council action on matters involving general salary policies, benefits, performance evaluation and policies and procedures which affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee. One member from each functional area is the preferred make-up of this committee.

- Nancy Coy
- Mike Giles Jr.
- Sandy LaGro

-
-
-
-

Professional Development

Aiding and encouraging the professional growth and development of administrative staff. Study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

- Marilyn Braatz
- Laura Emch
- Kay Gudehus
- Jane Myers
- Jane Schimpf

-
-

Salary

Compile comparative data and make a salary proposal each year on behalf of the administrative staff.

- John Clark
- Thad Long

-
-

Scholarship

Administer all aspects of the administrative staff scholarship program.

- Gina Parks
- Cheryl Purefoy
- Diane Smith
- Matt Webb
- Deb Wells

-

Paul G. Lopez, 04:12 PM 7/12/199, Firelands Exec committee mtg

To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@bgnet.bgsu.edu,
dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, wells@opie.bgsu.edu,
lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wclair@bgnet.bgsu.edu,
jblinn@bgnet.bgsu.edu, whitmire@bgnet.bgsu.edu

Cc: jhartun@bgnet.bgsu.edu

From: lopez@wbgu.bgsu.edu (Paul G. Lopez)

Reply-To: lopez@wbgu.bgsu.edu (Paul G. Lopez)

Date: Mon, 12 Jul 1999 16:12:30 -0500

Subject: Firelands Exec committee mtg

Organization: BGSU Television Services

X-Gateway: FirstClass Gateway for SMTP/NNTP (Mac68K) version 1.02

Agenda for Firelands meeting on Thursday, July 15th

7:30am...Meet at Ice Arena parking lot to carpool for trip to Firelands

9:45am...ASC Exec meeting at Firelands Bettcher Room in the East building (We'll be determining ASC goals for the coming year)

11:45am...Lunch at Damon's

Return to BGSU after lunch...

I've gotten messages from Linda, Laura and Deb Wells that they cannot make this meeting. Please get back to me on whether you can make it or not so I can call John Hartung (one of our Firelands reps) at Firelands with the number we have for lunch reservations.

Thanks,
Paul

Claudia Clark, 08:57 AM 7/26/199, notes from Firelands ASC Exec

X-Sender: caclark@popc.bgsu.edu
 Date: Mon, 26 Jul 1999 08:57:00 -0400
 To: mzachar@bgnet.bgsu.edu, caclark@bgnet.bgsu.edu, mwebb@bgnet.bgsu.edu,
 dboyce@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu, wells@bgnet.bgsu.edu,
 lhamilt@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu, wcblair@bgnet.bgsu.edu,
 lopez@wbgu.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 Subject: notes from Firelands ASC Exec meeting

ASC Executive Committee Meeting
 7-15-99 Firelands

Summary

Deb Boyce discussed the June Board of Trustees meeting, primarily the Compensation Plan. Points of discussion included the apparent assumption by the board that the Mercer report addressed the issues of placement, progressing, and caps, which, in fact, it did not. Mary Beth Zachary suggested that we design an exit interview for departing AS to find out why they leave when they do (to research the question of why AS stay at BGSU if they are so unhappy with their salaries). Other points of discussion were the location of the list of where all AS are in their ranges and data bases being built by Becca Ferguson based on salaries in NW Ohio and SE Michigan. Deb also mentioned the changes to the anti-harassment policy that were discussed at the board meeting.

Mary Beth Zachary discussed issues from the BOT Finance Committee meeting including the doubling of parking fines, the desire for local control of the enrollment cap, reassignment of ERIP money to fund new faculty positions, the intercollegiate athletic budget, the tuition increase, and the increase of fees in the School of Art.

Paul Lopez reviewed the ASC priorities for Human Resources (see previous e-mail dated July 6th), all of which are tied to the suggested ASC goals for 1999-2000. The remaining suggested goals will be discussed at the July 27th meeting. Paul also mentioned that we need to finalize membership and leadership of the various ASC Standing Committees, many of whom will be charged with specific ASC goals.

Next meeting: Tuesday July 27th; 11:45am-1:15 pm; Counseling Center group room; 320 Saddlemire Student Services Building (bring your lunch-soft drinks and "munchies" are available in the bookstore on the first floor)

Claudia A. Clark, Ph.D.
 Psychologist, Counseling Center
 Bowling Green State University
 phone: (419) 372-2081
 fax: (419) 372-9535
 e-mail: caclark@bgnet.bgsu.edu

"Our lives begin to end the day we are silent about things that matter" - MLK

**Administrative Staff Council Executive Committee
Meeting Schedule—Summer/Fall, 1999**

Tuesday July 27	11:45am-1:15pm	Counseling Center group room* (320 Saddlemere Student Services Building)
Tuesday August 10	11:45am-1:15pm	Counseling Center group room* (320 Saddlemere Student Services Building)
Tuesday August 24	NO MEETING	
Tuesday September 7	11:45am-1:15pm	Founders Club 57**
Tuesday September 21	11:45am-1:15pm	Founders Club 57
Tuesday October 5	11:45am-1:15pm	Founders Club 57
Tuesday October 19	11:45am-1:15pm	Founders Club 57
Tuesday November 2	11:45am-1:15pm	Founders Club 57
Tuesday November 16	11:45am-1:15pm	Founders Club 57
Tuesday November 30	11:45am-1:15pm	Founders Club 57
Tuesday December 14	11:45am-1:15pm	Founders Club 57

*brown bag

**lunch available from Founders cafeteria for all Club 57 meetings

Paul G. Lopez, 04:55 PM 6/2/2000, Fwd: Re: Fwd: Re: ASC meeting.

Date: Fri, 02 Jun 2000 16:55:00 -0400
 Subject: Fwd: Re: Fwd: Re: ASC meeting...
 To: mzachar@bgnet.bgsu.edu, jclark2@bgnet.bgsu.edu
 X-FC-Forwarded-From: fergusb@bgnet.bgsu.edu
 From: lopez@wbgu.bgsu.edu (Paul G. Lopez)
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/02/2000 04:55:26 PM,
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/02/2000 04:59:12 PM,
 Serialize complete at 06/02/2000 04:59:12 PM

Mary Beth/John...FYI, received this answer to my inquiry on March 31, 2000.

Paul:
 Very quickly

Issue 1 - Sick leave reserve also called Sick leave banks:
 I will have to do some research in the Ohio Revised Code. I know the Code allows for classified staff paid by "Warrant of Auditor of State" (not us) for a form of this to occur. Also, I know that the Code allows for classified staff unionized for this issue to be subject to bargaining.

I don't know of anything that bars us from doing this for administrative employees - the question is does the code bar us for doing it for classified staff. I can not promise the research would be done in time for a meeting next Thursday.

Issue 2 - Vacation time be converted to scholarship funds.
 I have copied Gaylyn Finn on this response so he can jump in if I am wrong. It is my understanding that vacation, sick leave and personal leave are unfunded liabilities - in other words monies are not set aside for these leaves. They are paid for when they are accessed and in accordance with policy are funded at the time of separation or retirement, if policy dictates. Therefore there is no money to be transferred to any account to be utilized for scholarships.

Call me Becca

Rebecca C. Ferguson
 Assistant Provost for Human Resources
 Bowling Green State University
 Office (419) 372-2259
 Fax (419) 372-2920

lopez@wbgu.bg

su.edu (Paul

G. Lopez)

To: fergusb@bgnet.bgsu.edu

cc:

Subject: Fwd: Re: ASC

meeting...

03/31/2000

11:56 AM

Paul G. Lopez, 04:55 PM 6/2/2000, Fwd: Re: Fwd: Re: ASC meeting.

Becca...

What's the feasibility of this stuff (below)? I'm asking because a rep will be bringing it up with the President next Thursday at our ASC meeting. Thanks,
Paul

>>>1). I would like to have the ASC, in concert with CSC, investigate the possibility of building community at the University in two ways. The first is the creation of a reserve sick time fund. University staff that wish to contribute would fund the reserve account and be allowed to draw need time from the reserve. Currently, a staff member accrues sick time for their use. This reserve fund would be for their use, if they contribute, and for anyone else that contributed that may need more than they have accrued. This would help members that need long-term time off, say for an ailing parent, or child. Set the contribution to the reserve account at 20 percent. The University would benefit by creating less of an accrued liability for accrued sick time by 20 percent. Also, the reserve fund would not be paid out as a person retires; thereby, also reducing the liability to the University. For this benefit to the University the employee would be allowed to use sick time from the reserve.

>>>The second request is that excess accrued vacation time of employees be paid to the Foundation and placed into the scholarship funds. Currently many staff at year-end must forfeit excess accrued vacation that they have not taken. Currently the excess vacation time lost is a total benefit to the University and a loss to the employee. If the excess vacation time lost would be paid to the University Foundation could help all three. It would create a tax donation benefit to the employee for the payment to the Foundation, the Foundation would receive the donation for assisting worthy students that have a financial challenge. The real benefit is back to the University and the community for each new student that can be admitted increases enrollment; which, increases class sizes, need for faculty, need for staff, need for book sales, and many other services. Also, EACH student is important to the success and survival of the University, its programs, and our BGSU mission.